

# **TOWN OF HILTON HEAD ISLAND REQUEST FOR QUALIFICATIONS (RFQ)**

## **2007-2- ENGINEERING SERVICES STORM WATER INVENTORY AND MODELING**

August, 2006

The Town of Hilton Head Island (Town) is requesting qualifications from Surveying/Civil Engineering firms interested in providing engineering services for the inventory, modeling and master planning of the storm water infrastructure on Hilton Head Island.

This project is funded by the Capital Improvement Program for Fiscal Year 2006/07.

Five bound copies of the response shall be labeled and submitted to the Town no later than 4:00 PM on September 25, 2006, at the following address:

**“Storm Water Master Plan - RFQ 2007-2”**

Town of Hilton Head Island  
Department of Public Projects and Facilities  
Engineering Division  
Att: Jeff Buckalew, P.E., Assistant Town Engineer  
One Town Center Court  
Hilton Head Island, South Carolina 29928

All responses will be reviewed and evaluated by a selection committee consisting of Town staff. If warranted, additional information may be requested by the Town. Inquiries concerning this request for qualifications will be received during normal business hours by the Engineering Division at (843) 341-4600.

**Background**

In 1995, the island’s storm water system was inventoried and modeled. The resultant Island Wide Drainage Study was used to plan for capital improvements to the storm water infrastructure. To date, approximately \$18 million dollars have been spent on 14 major projects identified by that study.

The inventory from this study was taken from the spreadsheet / ACAD format and put into the town's GIS by town staff. The modeling from this study was performed with ICPR. Only hydrologic and hydraulic modeling was done; there was no water quality component to this study.

In early 2006, Beaufort County completed a storm water inventory and master plan. The work done on Hilton Head Island was very limited in scope and only considered the major drainage system. The H&H analysis was deemed inconclusive, resulting in areas of "pseudo flooding." The engineering report indicated that the models did not adequately reflect upstream attenuation and thus actual flooding would be less severe than that shown in the model results (hence the "pseudo-flooding" term). The town desires to salvage information from these ICPR models and develop more detailed models, extending into the headwater basins, and more accurately accounting for storage and attenuation.

The county study did analyze county-wide water quality, albeit on a macro scale. For the Town of Hilton Head Island, only the large estuaries and sounds were modeled. These included Calibogue Sound, Port Royal Sound and Broad Creek. The town has been collecting water quality data from 16 key watershed outfall locations since 1999. These are on the smaller, inland creeks and drainage ways. The sampling program is done bi-weekly (no event-based sampling) and nine water quality parameters are recorded from each sample. These parameters are DO (dissolved oxygen), turbidity, nitrates, fecal coliform, salinity, ammonia, total phosphorous, and TKN (total kjeldahl nitrogen). The town desires to develop water quality models for these smaller watersheds.

## **Project Description**

The Town desires to update and enhance the existing storm water inventory and modeling data. Ideally, the Consultant and Town will develop databases and tools for inventory and modeling that may be easily maintained and used by staff and the design community.

Anticipated scope of services may include, but are not limited to the following:

### **Storm Water Inventory**

- Research and review of existing inventory data
- GIS database creation or modification of existing, for storm water infrastructure
- GPS and field surveying of existing storm water infrastructure
- Photographic catalogue of all inventoried items
- Biological assessment of major waterways
- Maintenance needs assessment

- Procedures manual for management and maintenance of inventory

### **Modeling**

- Evaluate model selection – ICPR is H&H model currently used. Determine water quality model.
- H&H modeling on series of storm events, considering tidal influences, fully dynamic routings – update and build upon existing ICPR models
- Water quality modeling - using existing sampling data
- Model calibration
- Procedures manual for management and maintenance of models
- Staff training for management and maintenance of models

### **Monitoring and Gauging**

- Assess existing monitoring and gauging programs
- Recommendations on any enhanced monitoring and gauging with cost/benefit analysis
- Coordination with state and federal agencies and information regarding any grant or funding opportunities

### **Project Coordination and Meetings**

- Meetings with Town staff as necessary to report project status, review plans and make field investigations and critical decision;
- Public meeting presentations as deemed necessary by the Town;

Other services deemed necessary to complete the project.

### **Submission Requirements:**

All responses shall be mailed or hand delivered in sealed envelopes, identified as “STORM WATER INVENTORY AND MODELING”, to Assistant Town Engineer, Jeff Buckalew on or before the due date indicated above. Responses received after this time or date shall not be considered. The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall be released to the public once a firm is selected.

Sealed Responses shall be accepted until 4:00 p.m. September 25, 2006.

Information concerning this request for qualifications may be obtained from Jeff Buckalew, Assistant Town Engineer, One Town Center Court, Hilton Head Island, SC 29928, jeffb@hiltonheadislandsc.gov or by calling (843) 341-4772.

**Response Format:**

Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the firm's capabilities and qualifications, specific to this project. Elaborate brochures and other extraneous, promotional materials are not desirable. **The format shall provide a concise response to each element of the RFQ.** The firm may submit, for the Town's review, any additional information pertinent to the project.

**Statement of Qualifications Format:**

- Section 1 Background and resources of the firm
- Section 2 Experience on similar projects (include client references);
- Section 3 Organization of personnel and contractors;
- Section 4 Outline of proposed work-plan and strategy for this project;
- Section 5 Anticipated schedule, including a summary of current workload;
- Section 6 List of litigation history of the firm for the past 5 years;
- Any Additional related information.

**Project Experience:** An explanation of any similar types of work completed successfully (including NPDES Phase 1 and/or 2), including names and telephone numbers of previous clients (project manager). Include project objectives, scope of work and lessons learned for similar projects.

**Project Team:** Provide an organizational chart identifying those who would be assigned to this project (including sub-consultants) and detailed background information or professional resume of each team member, including:

- Title
- Roles and responsibilities
- Education
- Experience (include years with current firm)
- Professional registrations and certifications, listing applicable state(s)

- Office location
- Role in past projects of this type
- Hourly billing rate on this project

(The project manager must be a professional engineer licensed to practice in South Carolina);

**Work Plan:** Describe the strategy your firm would employ to accomplish the objectives of the project. Explain the roles of the team members, procedures and methodologies to be used and any other relevant information regarding the actual work.

**Schedule and Workload Projections:** Present and anticipated workload of project team (please show in tabular format with each team member's anticipated obligations depicted over the life of the project). Although there is no scope defined at this point, endeavor to define a rough schedule for the work. This may be based on unit rates of anticipated progress.

**Reserves:** Description of available backup personnel, resources and their office location.

**Sub-consultants:** The name of any firm(s) that will be providing sub-consulting services to your firm. Also include the services they will provide, their office location, project experience and a contact name and phone number.

#### **Evaluation Factors / Interviews:**

All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff. The highest qualified firms, using the selection criteria reflected below, may be required to provide an oral presentation of their qualifications to the selection committee.

- 50% Qualifications/abilities/experience of personnel – specifically considering successful implementation of previously completed projects of similar scope
- 20% Work plan strategy
- 10% Demonstrated understanding of the project intent and Town's desires
- 10% Recent, current and projected workload for project team
- 10% Effect of project team location on project response

#### **Award of a Contract:**

After all have been reviewed and presentations have been completed, the selection committee will rank all firms and forward their evaluation results to the Town Manager for his review. The Town Manager will authorize the selection committee to enter into negotiations with the most qualified respondent. The selected firm will be given written notification of being selected by the Town. This work may be awarded in whole or in part at the sole discretion of the Town. The Town will negotiate and execute a contract with the selected firm prior to beginning actual services. Should contract negotiations fail, the Town will negotiate with the next most qualified

firms. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Schedule for providing services;
- Fee schedule itemized by tasks;
- Not-to-exceed contract amount.

The Town and firms may mutually agree to amend the contract to include additional consulting services, which are required by unforeseen circumstances or in order complete the project. The Town and firms may mutually agree to contract for additional services associated with projects both planned and unforeseen at this time. The selected firm will not have exclusive rights to provide services for the project. Should efforts to negotiate a fair and reasonable price for the design phase of the project with the most qualified respondent fail, the selection committee will begin the process with the next most qualified firm. Once contract negotiations have been successfully concluded, contracts will be awarded.

The Town reserves the right to reject any and all responses received; and, in all cases, the Town will be the sole judge as to whether your response has, or has not, satisfactorily met the requirements of this RFQ.

### **Governing Law**

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, South Carolina. The Consultant is required to possess a current Town of Hilton Head Island Business License. Each prime contractor shall file with the license inspector, a list of subcontractors furnishing labor or materials for the project.

### **Affirmative Action**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

### **Insurance**

The firm shall maintain, throughout the performance of its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by city, county, state and federal standards.

### **Indemnification**

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided

that such liability is not attributable to negligence of the part of the Town.